*Quick Reference Guide:*

FRAM: Direct Entry or File Upload

This guide explains how to use the FRAM module in Infinite Campus to enter Free/Reduced Meal Status for students using direct entry or a file upload.

Topics covered in this Quick Reference Guide include:

- *FRAM Data Requirements*
- *FRAM - Direct Entry*
- *FRAM - File Upload*
- *Exiting Students – FRAM Impacts*
- *Changing Eligibility Status*
- *Data Verification*
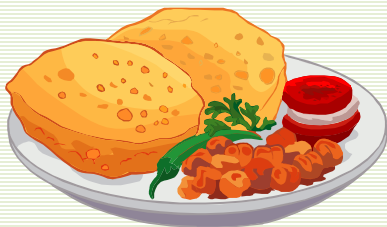
NOTE: Meal Status is no longer entered on the student enrollment tab. All Free/Reduced Meal Status information **must** be entered through the **FRAM** module.

The FRAM module is used to enter Free/Reduced Meal Status for each student in AIM. This guide explains the information that is required and how to enter the data directly or using a file upload.

FRAM data must be updated along with the Program Participation Collections:
1) **Fall Program Participation** – status of students enrolled as of 10/5/15, due by 10/16/15;
2) **Testing Window Program Participation** -- students enrolled as of 3/22/16, due by 4/4/16 (subject to change); and
3) **End of Year Program Participation** -- students enrolled as of last day of school, due by 6/17/16.

Before beginning, consider the following:

1. **What is FRAM and why are we using it?**
   - The FRAM module was created in response to requests from Districts and States for a more comprehensive way to track changes to a student's Meal Status. *page 2*
2. **Is FRAM Data entered directly or by file upload?**
   - FRAM information can either be entered directly or using a file upload.
   - Direct Entry - *page 2*.
   - File Upload – *page 5.*
3. **What information is required and where do I get it?**
   - Districts must enter the student's Eligibility, Certification Type, Start Date and End Date. The information is collected as part of the application process at the district level. *page 3*
4. **How do I verify the data I have entered?**
   - Districts may use the customizable reports in the FRAM module to verify the entry of Free/Reduced Meal Status for students. *page 10*

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ENTERING FRAM DATA

The **FRAM** module allows districts to track changes to the Free/Reduced Meal status throughout the year.

Meal Status may either be entered directly in AIM for each student or the district can use an OPI Excel template to prepare a file for uploading. The following sections explain how to use these methods to enter FRAM data in AIM.

FRAM Direct Entry

Choose **Year** *15-16* and a school.

First select the student to enter the meal status for, then open the FRAM module:

Click the **Search** tab. *Select* **Student**. Click *Go*. A list of student enrolled in that school for the chosen year will appear under **Search Results**.

Select the first student in the **Search Results** to enter Free/Reduced Meal data for.

Access the **FRAM** module by selecting the **Index** tab, then **FRAM**, and **Eligibility**.

A list of the student's existing FRAM eligibility appears. To enter a new eligibility, click **NEW**.

The Eligibility Detail section opens.

Gamgee, Samwise
Grade: 10   #289911882   DOB: 10/08/1999   Gender: M

Eligibility

➕ New

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date	
15-16	Meal	Free	F	Income	09/28/2015	10/10/2016	

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FRAM Data Requirements

On the FRAM Detail screen, districts must enter *School Year*, *Start Date*, *End Date, Eligibility*, and *Source*.

This information is collected as part of a student's Free/Reduced Meal application or is included in a direct certification file that can be retrieved through the OPI Direct Certification Application (DCA) system. The DCA System matches SNAP/TANF information collected by the Department of Public Health and Human Services (DPHHS) to school district enrollments to determine the set of students who are directly certified for free and reduced price lunch eligibility. See OPI's School Nutrition Programs website for more information.

Eligibility Detail				
*School Year	*Start Date	*EndDate	Application Name	Reference Number
▼	🗓	🗓		
*Eligibility Type	*Eligibility	*Source		
Meal ▼	▼	◯ Non-Direct ◯ Direct		
State Eligibility Code				
No State Code				

The required data fields are:

School Year should be set to the current year, *15-16*.

Start Date is the first date of eligibility.

End Date is the last date of eligibility, usually 30 days past the first day of school in the upcoming school year. OPI recommends defaulting this date to 10/05/2016.

Eligibility Type should default to *Meal*.

Eligibility is the status of the student:

> F: Free
> R: Reduced
> P: Paid
> N: Non-reimbursable (not used for state reporting)

Source identifies the certification of the student. **Non-Direct** means the meal status was determined locally (by district application). **Direct** means the student is certified by the DPHHS (usually SNAP or TANF eligible.

- **NOTE:** Districts uploading a FRAM file from their local SIS should **ALWAYS** use *Non-Direct*.

When a source is selected the **Certified Type** field appears.

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Certified Type is a record of how the determination was made.

NOTE: Certified Type is a required field, but data is not required for State Reporting purposes. The OPI recommends defaulting students to "*Income*" unless the district chooses to keep details of **Certified Type** for local tracking purposes.

Eligibility Detail

*School Year	*Start Date	*EndDate	Application Name	Reference
*Eligibility Type	*Eligibility	*Source	*Certified Type	
Meal		⦿ Non-Direct ○ Direct		

State Eligibility Code
No State Code

Certified Type dropdown options:
- Income
- Categorical
- Override
- Runaway
- Homeless
- Foster
- Migrant
- Temporary/No Income
- Even Start
- Head Start
- RCCI
- Early Childhood
- Medicaid
- Declined
- Denied
- Did Not Apply
- Socioeconomic Status

If *Direct* is checked, **Certified Type** is also required. The options under **Certified Type** are different than the options available if *Non-Direct* is checked.

As above, **Certified Type** is a record of how the determination was made.

Eligibility Detail

*School Year	*Start Date	*EndDate	Application Name	Referer
*Eligibility Type	*Eligibility	*Source	*Certified Type	
Meal		○ Non-Direct ⦿ Direct		☐ Letter Method

State Eligibility Code
No State Code

Certified Type dropdown options:
- SNAP
- TANF
- FDPIR
- Foster
- Head Start
- Homeless
- Medicaid
- Migrant
- Runaway

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FRAM File Upload

The FRAM data described above may be entered via file upload instead of direct entry.

File upload requires the district to prepare a file to upload into AIM using an Excel template. Otherwise, any method may be used to prepare an upload file as long as it conforms to the required file format of the OPI template and is saved as a .CSV format.

Download the FRAM Import Template from the AIM File Upload Templates webpage.

Extract the data for this template from the district's Student Information System and/or Direct Certification file.

Details for each data item can be found in the comments as you hover over the yellow highlighted header box.

NOTE: If a student is Direct certified, **Certified Type** should be set to "*Direct*". Otherwise OPI recommends that districts default **Certified Type** to *Income*.

	A	B	C	D	E	F	G
1	Delete Rows 1 and 2 before saving file - this file may be saved as a *.csv file						
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7
3	Student's State ID	Last Name	First Name	Eligibility	Certification Type	Eligibility Start Date	Eligibility End Date
4	754215894	Twain	Shania	F	Income	10/5/2015	10/5/2016
5	265418792	Perry	Kimberly	P	Income	10/5/2015	10/5/2016
6	598741249	LeDoux	Chris	R	Income	10/5/2015	10/5/2016
7	698742581	Morgan	Lori	R	Income	10/5/2015	10/5/2016
8	365874185	Bentley	Dirks	F	Income	10/5/2015	10/5/2016
9	258497152	Jackson	Alan	F	Income	10/5/2015	10/5/2016
10	358741297	Armstrong	Neil	P	Income	10/5/2015	10/5/2016

Delete the first three rows of the file and save as a *.tsv or *.txt file. Open the *.tsv or *.txt file and type in the header row (HD *tab* date (mm/dd/yyyy) *tab* time (00:00:00) *tab* MT9.1) followed by the Enter key, then delete the extra line. Save the file where you'll be able to find it easily.

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From the **Index**, expand **FRAM** and select *Eligibility Import Wizard*.

Click *New Import Mapping*.

Enter *Name*, *School Year*, *File Type* (use *Comma Separated Values* if the file is in *.CSV format).

Select which field to map to student identifiers (*State ID* is recommended).

Check *Direct Certification* and *Headers* as appropriate.

Browse for the file you saved and click *Upload & Continue*.

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Map the fields listed. In this example the student State IDs are listed in the first column of the file so enter a "1" under *Seq in Data File*.

Click *Map Field(s)*. The State IDs will now show in the *Mapped Data Field(s)* window.

Click *Next*.

Step 4. Select "Yes" next to fields that will be ma[...] selected for at least one of the following values: [...] will be set for all students on the file. Select "Ne[...]

Field	Yes	No
Eligibility Type	○ Yes	● No
Eligibility	● Yes	○ No
Certified Type	● Yes	○ No
Direct Type	○ Yes	● No
Start Date	● Yes	○ No
End Date	● Yes	○ No

Select the remaining fields to be mapped from the file. Click *Next*.

NOTE: If using *Non-Direct* (an upload from the district's local SIS), check "**No**" under *Eligibility Type* and *Direct Type* and "**Yes**" under *Eligibility*, *Certified Type*, *Start Date* and *End Date*.

Step 5. Select the values that will be [...] will be mapped on the file. Select "S[...] the mapped fields in the Import Data [...] Select "Next" to continue.

* Eligibility Type

Meal ▼

Eligibility Type should be set to *Meal*.

The number entered in *Seq in Data Field* corresponds to the column number in the data file.

Click *Set Value* after each sequence entry. Match the value in the file to a corresponding AIM value. Click *Save*.

Repeat for each field. Click *Next* to continue.

Step 5. Select the values that will be the same for all students on the file. For unique values, indicate the location of the field that will be mapped on the file. Select "Set Value" to map each field from the imported Raw Data File to a field in the database. Review the mapped fields in the Import Data Field(s) section above. This mapping imports a unique value for each student in the file. Select "Next" to continue.

* Eligibility Type
Meal ▼

* Eligibility
Seq in Data File: 4   Set Value

* Certified Type
Seq in Data File: 5   Set Value

* Direct Type will not be mapped based on [...]

* Start Date
Seq in Data File: 6   Set Value

* End Date
Seq in Data File: 7   Set Value

Field Map

Data File Eligibility	Campus Eligibility
F	Free ▼
P	Paid ▼
R	Reduced ▼

Cancel   Save

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Verify mapping and values.

Click **Test**.

Check the *Error/Warning* list. Make necessary corrections.

Once satisfied with **Test** results, return to the Eligibility Wizard and click *Import*.

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EXITING STUDENTS – FRAM IMPACTS

Students who exit the district and/or school **do not** need to have their Eligibility ended.

The Eligibility for Free/Reduced price meals is limited to a student's enrollment as indicated by the *Start* and *End Date* on the **Enrollments** tab.

CHANGING ELIGIBILITY STATUS

If a student's eligibility changes during the school year, create a new FRAM status record.

From **Search**, select the student. From **Index**, *click* **FRAM** and then **Eligibility**. Click *New*.

Enter *School Year*, *Start Date*, *End Date, Eligibility*, and *Source* as indicated in the screenshot.

Click *Save*.

The previous record will automatically end one day prior to the new record.

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DATA VERIFICATION - FREE/REDUCED MEAL REPORTS

The FRAM module contains a customizable report that may be used to verify Free/Reduced meal status information.

From the **Index**, expand **FRAM** and **Reports**. Select *Eligibility*.

Select Report Type: **Eligibility Report**.

Choose the current *School Year* and *Date* (defaults to today).Select an *Eligibility* to verify and the *Eligibility Certified Type(s)* (recommend "All"). Select *Grade*.

Check *Include Detail* to include student names. Choose a *Report Format* and *Calendar(s)*.

Click **Generate Report**.

The report will list numbers of eligible students and names (if *Include Detail* was selected).

Summary for Eligibility Type: Meal				
Type	Free	Reduced	Paid	Total
Direct Source				
Foster	0	0	0	0
Head Start	0	0	0	0
Homeless	0	0	0	0
Medicaid	0	0	0	0
Migrant	0	0	0	0
Runaway	0	0	0	0
FDPIR	0	0	0	0
SNAP	0	0	0	0
TANF	0	0	0	0
Non-Direct Source				
Income	1	3	0	4
Categorical	0	0	0	0
Override	0	0	0	0
Runaway	0	0	0	0
Foster	0	0	0	0
Migrant	0	0	0	0
Temporary/No Income	0	0	0	0
Head Start	0	0	0	0
RCCI	0	0	0	0
Early Childhood	0	0	0	0
Homeless	0	0	0	0
Declined	0	0	0	0
Denied	0	0	0	0
Did Not Apply	0	0	0	0
Socioeconomic Status	0	0	0	0
Even Start	0	0	0	0
Medicaid	0	0	0	0
	0	0	0	0
Total	1	3	0	4

Eligibility Report Detail										
Sch. Year	Student Name	Date of Birth	State ID	Grade	Eligibility Type	Eligibility	Source	Certified Type	School	Start Date	End Date
14-15	Bradbury, Ray	10/10/1996	619835783	12	Meal	Free	Non-Direct	Income	Cascade High School	08/20/2014	08/20/2015
14-15	Huxtable, Denise	04/25/1997	887942321	12	Meal	Reduced	Non-Direct	Income	Cascade High School	08/20/2014	09/25/2014
14-15	Huxtable, Theodore	12/01/1998	100966093	10	Meal	Reduced	Non-Direct	Income	Cascade High School	08/30/2014	10/05/2015
14-15	McDonald, Ronald	03/18/1997	897517018	11	Meal	Reduced	Non-Direct	Income	Cascade High School	08/29/2014	10/05/2015

For further assistance please contact the OPI AIM Help Desk at
opiaimhelp@mt.gov or 1-877-424-6681.

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